



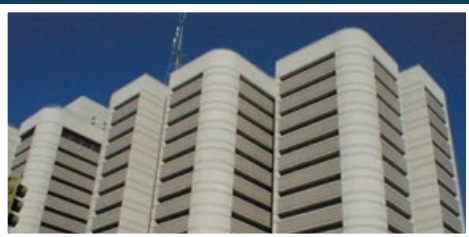
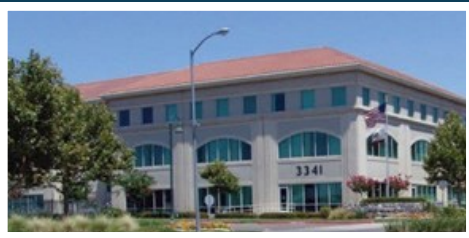
SUPERIOR COURT OF CALIFORNIA
COUNTY OF SACRAMENTO

CHIEF ADMINISTRATIVE OFFICER



Application Deadline:
September 3, 2021

THE COMMUNITY



Hailed as America's Most Diverse City by Time magazine, the city of Sacramento is the cultural and economic center of a metropolitan area that boasts more than 1.5 million residents. Located between the Sacramento and American Rivers, Sacramento's climate is characterized by mild winters and its dry summers are moderated by the cool evening winds over the ecologically diverse waterways referred to as the Sacramento Delta. The city's location provides outdoor recreational opportunities for skiing, hiking, golfing, biking, boating and camping. Shopping centers, art, historical and railroad museums, sports, theatre companies and cultural activities are plentiful. Sacramento is centrally located and has something for everyone within a short drive, including Napa's wine country, an afternoon on the slopes of Lake Tahoe, or an evening in the world-class art and music venues in the San Francisco Bay Area.

As the State Capital, Sacramento is the heart of government for California and has thriving legal, political and business communities. The colleges and universities in the region, including the University of California, Davis, California State University, Sacramento, Cosumnes River College, American River College, Sacramento City College and the University of the Pacific, McGeorge School of Law inspire leaders from every walk of life and provide continuing educational opportunities for professional development. From sleek glass skyscrapers defining the Capitol Mall corridor to quiet tree-lined streets with turn of the century homes in our neighborhoods, Sacramento offers a multi-faceted environment to work and live. With a cost of living that is lower than the average for the state, and median home prices that are less than half for comparable homes in the metropolitan cities of Southern California and the Bay Area, Sacramento County is very affordable.

THE COURT SYSTEM

The Sacramento Superior Court is a consolidated court with all legal functions, operations, and administration governed by the Presiding Judge and Court Executive Officer. The Sacramento Superior Court has 76.5 authorized judicial officer positions (66 Judges and 10.5 Subordinate Judicial Officers) who hear proceedings in five separate facilities, all within 12 miles of the main courthouse located in downtown Sacramento. The outlying facilities include separate juvenile, traffic, small claims, unlawful detainer, and family law and probate courthouses. The Court currently employs over 600 staff.

The Sacramento Superior Court's mission, "to provide fair, equal and impartial justice by resolving and adjudicating legal matters to ensure and protect the fundamental rights for all," is not a role reserved exclusively to its Judicial Officers; it is a court wide commitment in which every member plays a unique and critical role. Our mission is carried out not only by the Judges, Commissioners and Referees, who render decisions in their cases; but also by those who work tirelessly "behind the scenes" in tandem so that the Court's mission is not just a goal, but a present reality. The minds and hands at work at the Sacramento Superior Court are many and varied – and all are vital to achieving the mission.



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COURT ACHIEVEMENTS, CHALLENGES AND PRIORITIES

Sacramento Superior Court is a leader in the state, using technology, creative solutions and inter-agency collaboration to provide greater access to justice even in the face of a global pandemic and its resulting government budget shortfalls. For example, the Court created a satellite courtroom process to continue with jury selection and jury trials during the COVID pandemic that has become a model adopted by many other courts, both in California and nationwide.

The Court opened the only Self-Help Center in the state dedicated to providing assistance to pro per litigants exclusively in the area of civil law in 2019. By embracing technology to provide remote access options for the public, the Self Help Center remains operational even during public health stay-at-home orders and provides a lifeline to self-represented litigants who must not only navigate the legal system but also adjust to the operational changes inherent to the pandemic.

The Court was selected in 2019 as one of only 16 courts to implement the Pretrial Pilot Program and fulfill the Legislature's goal to increase the safe and efficient release of individuals booked into the jail, to implement monitoring practices with the least restrictive interventions necessary to enhance public safety and guarantee a return to court, and to better understand and reduce biases based on race, ethnicity and gender in release decision-making. The Pretrial Pilot Program reached full implementation in Sacramento County in February 2020 and added a daily Night Court arraignment calendar component in August 2020, even during the heat of the pandemic.

The Court also recently completed a pilot project to provide interpreters via video remote which may become a statewide model, collaborated with city and county agencies to create an expungement calendar for homeless individuals whose criminal convictions are a barrier to access to treatment or housing, moved from working drawings to actual construction of a new courthouse, expanded public access to court proceedings by use of remote technology including Zoom and YouTube, and expanded videoconference appearance options for individuals incarcerated in state prison, committed to state hospital, or housed in the local jails.

The Court continues to work on implementation of new case management systems and replacement of aging Information Technology (IT) infrastructure to improve security and functionality, increase efficiency, provide digitization of court records, offer E-filing/E-delivery of documents, and expand public access to court records.

CHIEF ADMINISTRATIVE OFFICER

Under the general direction of the Court Executive Officer, the Chief Administrative Officer is responsible for overseeing and directing essential administrative functions and services within the Court, including facilities, finance, human resources, and information technology. The Chief Administrative Officer will need a vast knowledge of administrative functions of the organization.

The Chief Administrative Officer is an executive level class reporting directly to the Court Executive Officer and acts as the primary fiscal adviser to the Court Executive Officer. Under general policy direction, and as part of the executive management team, the incumbent functions as the chief officer at the policy-making level. The Chief Administrative Officer performs all duties with a high degree of independence and initiative.

The Chief Administrative Officer is responsible for directing personnel under the Court's Administrative Divisions while ensuring accomplishment of organizational goals and objectives.

ESSENTIAL DUTIES

- ◇ Assists the Court Executive Officer in developing, communicating and implementing organizational goals, values and policies; develops and implements procedures and work standards for multiple administrative divisions.
 - ◇ Oversees the development and administration of the Court's budget and administrative policies, including the Information Technology, Facilities and Human Resources divisional budgets.
 - ◇ Directs strategic initiatives of the Court, including research, analysis and planning for financial operations.
 - ◇ Oversees the planning organizing, directing and coordinating of the Court's Facilities, Financial Services, Human Resources and Information Technology Divisions.
 - ◇ Represents the Court by testifying before legislative committees; acts as liaison with other governmental agencies, media and general public; coordinates with local government and private agencies on budgetary, organizational development, procedural and other related issues.
 - ◇ Reviews, evaluates, and interprets trends, new legal requirements, laws and pending legislation affecting Court administration; implements legislative policy and procedural changes to ensure compliance with regulations and guidelines.
 - ◇ Monitors and provides executive direction to several service areas; provides direction to administrative directors, managers and other subordinate staff; selects, directs and evaluates performance of staff; and assists with employee relations and handling of personnel issues.
 - ◇ Evaluates and reviews Court programs, policies and service agreements as they relate to administrative support services to ensure maximum effectiveness and efficiency.
 - ◇ Represents the Court in dealings with the Judicial Council of California, County of Sacramento, and other branches of government, external entities, vendors and contractors.
 - ◇ Serve on the executive committee to align technology goals to other departmental and organizational objectives and Identify what technologies can be used to improve the Court's services.
 - ◇ Directs the development and implementation of management systems, information and record-keeping systems and related management controls.
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THE CANDIDATE

Education and Experience:

A Bachelor's Degree from an accredited college or university preferably in public administration, court administration, public policy, business administration or a related field.

-And-

Six (6) years of progressively responsible managerial experience in a court or other government organization with responsibility for managing staff and activities for major operational or administrative functions or programs.

Substitution: Four (4) years of additional managerial experience in a court or other governmental organization with responsibility for managing staff and activities for major operational or administrative functions or programs may be substituted for the Bachelor's degree.

Candidates must have significant knowledge and experience in budgeting, accounting, human resources, information technology and facilities management. Additionally, candidates must possess leadership and managerial attributes which lend themselves to working in a collaborative and collegial environment with staff at all levels, including Judicial Officers.

Management Style, Personal Traits and Skills:

The selected candidate must have excellent people and communication skills. They should be diplomatic, politically aware, decisive and take initiative and inspire creativity. The candidate should be able to effectively delegate responsibility where appropriate, recruit and select well qualified, diverse staff, and be accessible to and visible to staff. The selected candidate must also be able to develop and sustain successful working relationships with Judicial Officers and court employees as well as a variety of large organizations including justice partners, legislative bodies, labor unions, the Judicial Council of California, and other public and private organizations.

The selected candidate will be required to participate and represent the Sacramento Superior Court at the Judicial Council of California branch-wide Chief Financial Officer advisory committee. They must be able to implement, review and recommend changes to workload funding methodology used to allocate Trial Court Funding. California Trial Courts are funded from a variety of funds allocated by the Judicial Council of California and the workload formulas allocate over \$2 billion annually to the Trial Courts.



COMPENSATION

The Sacramento Superior Court recognizes that this is a demanding position and offers a competitive salary, \$187,720—\$208,000 annually, commensurate with candidate qualifications. In addition, benefits are provided which include: vacation and sick leave, holidays and bereavement leave, medical, dental, and vision benefits, life and long-term disability insurance and deferred compensation. Retirement is through the Sacramento County Employee's Retirement System (SCERS) with reciprocity with PERS and other 1937 Act retirement plans. The retirement formula is based upon entrance into the retirement system.

HOW TO APPLY

1. Applications must be submitted online at: www.saccourt.ca.gov, "Job Opportunities," by 11:59 p.m. on September 3, 2021. Applicants are responsible for submitting complete application packets, including answers to supplemental questions.
2. Application packets will be evaluated to select the best-qualified candidates to continue in the selection process.
3. The best-qualified candidates will be invited to one or more panel interview(s). The interview(s) may consist of written and/or oral questions.



***This is an at-will position, serving at the pleasure of the Court.
Equal Opportunity/ADA Employer***

Superior Court of California, County of Sacramento
720 9th Street, Sacramento, CA 95814
www.saccourt.ca.gov